



May 26, 2005

MEMORANDUM FOR ALL SENIOR PROCUREMENT EXECUTIVES AND DIRECTORS,  
OFFICES OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION

FROM: Teresa Sorrenti  
Program Manager  
Integrated Acquisition Environment (IAE)

SUBJECT: eSRS Agency Day (Electronic Subcontracting Reporting System)  
June 9, 2005

As part of Integrated Acquisition Environment (IAE) mission to stream-line federal procurement processes, eSRS was developed to eliminate both standard forms SF 294 and SF 295 paper submissions and allow contractors to submit all their reports electronically to a single, government wide system. Having a single reporting tool for all subcontracting plans will simplify the process and provide the government with immediate access to the data. The eSRS is a solution that will greatly improve accountability, transparency, and communication regarding the Small Business Subcontracting program. The contract for eSRS was awarded on January 5, 2005 and a kickoff session was held for Agency coordinators on April 29, 2005.

I am pleased to announce the next milestone in the implementation: **eSRS Agency Day**. The Agency Day agenda will include an overview of eSRS, eSRS Agency Implementation, Policy Changes, IAE updates, and much more. Initial information on the system will be of special interest to future users: Small and Disadvantaged Business Utilization staff, Contract Administrators, and Contracting Officers with subcontract reporting requirements.

**Date:** June 9, 2005  
**Time:** 8:00 a.m. – 12:00 p.m. (Registration begins at 8, Session begins at 9)  
**Location:** Herbert C. Hoover Auditorium of the US Department of Commerce 14th and Constitution Ave, NW, Washington D.C.  
**Metro:** Federal Triangle on the Blue and Orange Lines  
**Parking:** Paid parking in Ronald Reagan Building and International Trade Center.

Advance registration is required since seating is limited. Please register by sending an email including your name, agency, department, phone number and email address to [integrated.acquisition@gsa.gov](mailto:integrated.acquisition@gsa.gov).

You can find information and Frequently Asked Questions about the eSRS at [www.esrs.gov](http://www.esrs.gov). Information about eSRS Vendor Day, scheduled for June 30, 2005 will be posted shortly.

If you have additional questions, please send them to [integrated.acquisition@gsa.gov](mailto:integrated.acquisition@gsa.gov).